

MICHIGAN EMPLOYMENT RELATIONS COMMISSION

FINAL BILLING POLICY

PRE-HEARING ACTIVITIES

Bill for actual time (including travel) @ \$100 per hour.

- (1) Include dates and precise times of pre-hearing activities.
- (2) Travel time should be set forth and billed separately.

The maximum per diem rate including travel is \$650.

HEARING

Bill for actual time (including travel) @ \$100 per hour.

- (1) Include dates and precise times of hearing(s).
- (2) Travel time should be set forth and billed separately.

The maximum per diem rate including travel is \$650.

STUDY DAYS

2 days of study @ \$650 are allowed for one day of hearing (of more than 4 hours). One day of study @ \$650 is allowed for 4 or fewer hours of hearing.

- (1) Bill only for study days which are needed and utilized.
- (2) Include dates and times of study days.
- (3) Study days should be listed in the final billing, which is submitted with the final award, however, study days (if utilized) may be set forth in an interim billing.

Travel time should not be counted in determining the number of study days.

Cases submitted on exhibits/documents or other unusual circumstances may require more study days.

To obtain a variance from the standard, you must contact the Director prior to performing the work.

CANCELLATIONS

If the arbitrator has a cancellation fee set forth on his/her resume and a hearing date has been scheduled and agreed to by the parties, there will be no cancellations unless the parties mutually agree to share the cancellation fee or the party requesting the cancellation agrees to pay the fee in full.

EXPENSE REIMBURSEMENT

Reimbursement for hotels, mileage, meal allowance, lodging, telephone bills, and other expenses will be paid in accordance with the State's policy on Travel Reimbursement of Contractors, which is attached.

TIME OF BILLING

Any and all work performed must be billed on at least a **quarterly** basis (e.g., end of March, June, September, December). Also, because the State's fiscal year ends on September 30, bills for work performed in a fiscal year prior to October 1 (even if the case is not yet complete), **must** be billed by October 7, or may not be paid if State funds are no longer available.

DATE: